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Chief, Forms Management Branch, Management Improvement Staff 16 Hovember 1954

Chief, Technical Accounting Staff, Office of the Comptroller

Use of KAVORD Form 1877

REF

: Your informal memorandum to Area Records Officer, Office of the Comptroller

- 1. The referenced memorandum requested concurrence of this Office concerning the suggestion that the NAVORD form be provided to Agency employees for their use beginning with calendar year 1955 in maintaining a personal leave record. For your information, this Office has been collaborating with the Management Improvement Staff in experimenting with several alternative methods for maintaining efficial leave records and it is contemplated that some decision will be made in the near future as to the procedure to be adopted. Each of the methods under study contemplates that current information would be available to employees throughout the year as to their leave balances, thus obviating the necessity for each employee to maintain a personal leave record.
- 2. In the event the present leave record procedures are continued, however, consideration will be given to providing individual employees with a simplified form on which they can maintain a record of leave taken and leave balances.

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TAS/FWG:jh (16 Nov 54)

Distribution:

Orig. & 1 - Addressee

1 - Deputy Comptroller

1 - Comptroller (Records Management Officer)

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Approved For Release 2002/07/12 CAHDEVS 100045A000200030002-4 Office Memorandum • UNITED STATES GOVERNMENT

то 25X1	:	Chief, Forms	Management	Branch,	MS	DATE:	26 August	195
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SUBJECT: Use of NAVORD Form 1677 in Lieu of SF-1137, Leave Record

In reference to your note concerning the above, we would like to suggest that this matter be referred to the Comptroller since his Office is the group primarily interested in maintenance of leave records for Agency employees. The NAVORD form, however, does appear to be the form most easily interpreted from an employee's viewpoint.

It is also suggested that your Staff refer to Form 60-141, Leave Schedule, used by supervisors in GCD. The latter form is not an individual employee record but reflects certain design characteristics similar to the NAVORD form.

/s/ HCM

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Forms Management Branch, MS

DATE: 26 August 1954

25X1 FROM : PAS/OP

SUBJECT: Use of NAVORD Form 1877 in Lieu of SF-1137, Leave Record

In reference to your note concerning the above, we would like to suggest that this matter be referred to the Comptroller since his Office is the group primarily interested in maintenance of leave records for Agency employees. The NAVORD form, however, does appear to be the form most easily interpreted from an employee's viewpoint.

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CIVILIAN EMPLOYEES LEAVE RECORD MAYORD FORM 1877 (Rev. 11-53)

		ACCUMULATED LEAVE AS OF 3 JANUARY 1954	
NAME :	·	ANNUAL HOURS	SICK HOURS

Each horizontal line of dates indicates a pay period, at the end of which the number of hours of leave earned should be added, and the total number of hours of leave taken deducted.

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Sick leave is earned at the rate of 4 hours per pay period.

NOTE: No leave is earned for other than a FULL pay period.

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